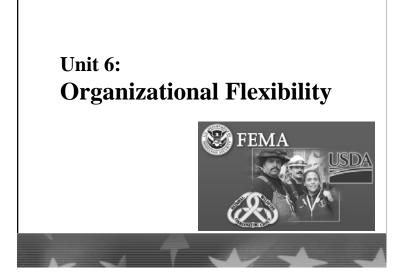


# **Organizational Flexibility**

**Topic** 

**Unit Introduction** 





Visual Description: Unit Introduction

# **Key Points**

Note the following key points:

- This unit focuses on flexibility within the standard ICS organizational structure.
- The ICS organization reflects the principle of management by objectives.
- Every incident has different requirements. The organizational structure should reflect only what is required to meet and support planned incident objectives.

# **Organizational Flexibility**

# **Topic**

# **Unit Objectives**



# **Unit Objectives**

- Explain how the modular organization expands and contracts.
- Given a scenario, complete a complexity analysis.
- Define the five types of incidents.



Visual Description: Unit Objectives

# **Key Points**

By the end of this unit, you should be able to:

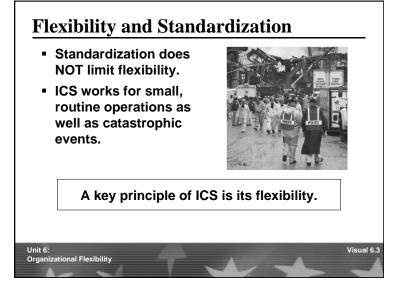
- Explain how the modular organization expands and contracts.
- Given a scenario, complete a complexity analysis.
- Define the five types of incidents.

#### **Organizational Flexibility**

# **Topic**

# ICS Organizational Flexibility





Visual Description: Flexibility and Standardization

## **Key Points**

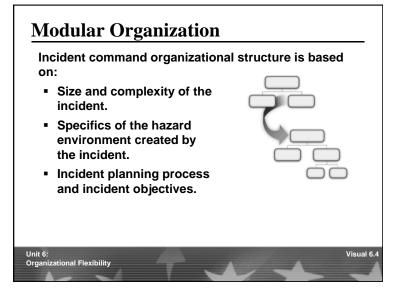
Note the following key points:

- Standardization of the ICS organizational chart and associated terms does not limit the flexibility of the system.
- A key principle of the ICS is its flexibility. The ICS organization may be expanded easily from a very small size for routine operations to a larger organization capable of handling catastrophic events.

Note: Flexibility does not mean that the ICS feature of common terminology is superseded. Note that flexibility is allowed only within the standard ICS organizational structure and position titles.

# **Modular Organization**





Visual Description: Modular Organization

### **Key Points**

The incident command organizational structure is based on:

- The size and complexity of the incident.
- Specifics of the hazard environment created by the incident.
- The incident planning process and incident objectives.

# **Organizational Flexibility**

# **Topic**

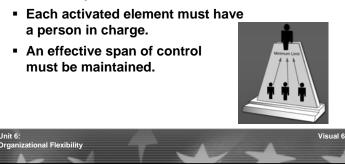
## **Modular Organization**



# **ICS Expansion and Contraction**

Although there are no hard-and-fast rules, remember that:

Only functions/positions that are necessary are filled.



Visual Description: ICS Expansion and Contraction

## **Key Points**

Although there are no hard-and-fast rules, it is important to remember that:

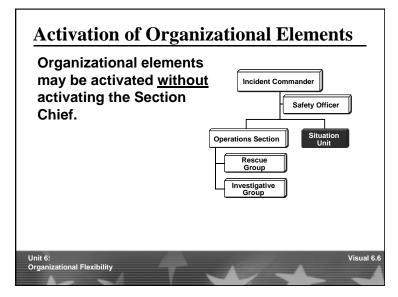
- Only functions/positions that are necessary are filled.
- Each activated element must have a person in charge.
- An effective span of control must be maintained.

#### **Organizational Flexibility**

#### **Topic**

#### **Modular Organization**





Visual Description: Activation of Organizational Elements

#### **Key Points**

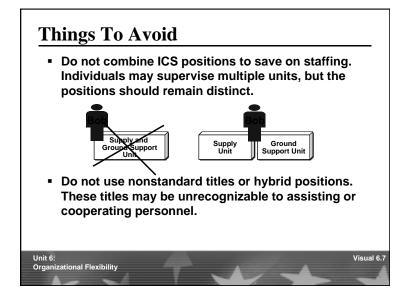
Note the following key points:

- Many incidents will never require the activation of the entire Command or General Staff or the entire list of organizational elements within each Section. Others will require some or all members of the Command Staff and all sub-elements of each General Staff Section.
- The decision to activate an element (Section, Branch, Unit, Division, or Group) must be based on projected incident management and support needs.
- An important concept is that many organizational elements may be activated in various Sections without activating the Section Chief.

For example, the Situation Unit can be activated without a Planning Section Chief assigned. In this case, the supervision of the Situation Unit will rest with the Incident Commander.

#### **Modular Organization**





Visual Description: Things To Avoid

#### **Key Points**

There may be a temptation to combine ICS positions to save on staffing or achieve a higher level of efficiency. It is important to avoid combining positions.

Note the following example:

While an individual can supervise multiple units, it is recommended that the position remain distinct. For example, J. Smith might supervise the Supply Unit and the Ground Support Unit, but not the Supply and Ground Support Unit. The reason becomes apparent if the incident were to grow and separation of supervision of the Units became necessary.

Note: The use of nonstandard titles or hybrid positions may be unrecognizable to assisting or cooperating personnel and will likely cause confusion.

# **Modular Organization**



# **Anticipate Incident Workload**

#### **Planning Section**

- Resources and Situation Units will be very busy in the initial phases of the incident.
- Documentation and Demobilization Units will be very active in the final stages of the incident.

#### **Logistics Section**

 Supply and Communications Units will be very active in the initial and final stages of the incident.



Visual Description: Anticipate Incident Workload

#### **Key Points**

Note the following key points:

- Experience and training will help Incident Commanders and Section Chiefs predict workloads and corresponding staffing needs, regardless of the kind of incident.
- Incident workload patterns are predictable throughout the incident.

Review the following examples:

- In the Planning Section, the Resources and Situation Units will be very active in the initial phases of the incident, while the workload for the Documentation and Demobilization Units will be very active in the final stages of the incident.
- In the Logistics Section, the Supply and Communications Units will be very active in the initial and final stages of the incident.



Jot down additional examples of predicting workload.

## **Complexity Analysis**



# Analyze Complexity Analyzing incident complexity can help you to: Identify resource requirements. Determine if the existing management structure is appropriate.

Visual Description: Analyze Complexity

### **Key Points**

Note the following key points:

- A complexity analysis (risk benefit analysis) is used to help you analyze elements of an incident.
- Developing a list of factors to consider can help you:

ational Flexibility

- Document and organize the issues of an incident.
- Determine if the existing management structure is appropriate for safe and effective management of an incident.

#### **Organizational Flexibility**

#### **Topic**

#### **Complexity Analysis**



# **Complexity Analysis Factors**

- Impacts to life, property, and the economy
- Community and responder safety
- Potential hazardous materials
- Weather and other environmental influences
- Likelihood of cascading events
- Potential crime scene (including terrorism)
- Political sensitivity, external influences, and media relations
- Area involved, jurisdictional boundaries
- Availability of resources



Visual Description: Complexity Analysis Factors

#### **Key Points**

Review the following complexity factors:

- Impacts to life, property, and the economy
- Community and responder safety
- Potential hazardous materials
- Weather and other environmental influences
- Likelihood of cascading events
- Potential crime scene (including terrorism)
- Political sensitivity, external influences, and media relations
- Area involved, jurisdictional boundaries
- Availability of resources



What additional factors would you add to this list?

## **Organizational Flexibility**

## **Topic**

# **Complexity Analysis**



# **Activity: Complexity Analysis**

#### Instructions:

- Working as a team, select an incident (e.g., flood, building collapse, water main break, bridge accident, hostage, hazardous materials, fire, disease outbreak, planned event, etc.).
- Using the worksheet in your Student Manuals, identify a list of indicators that you might consider in order to determine the complexity of this incident. List the top 3 critical factors on chart paper.
- 3. Choose a spokesperson and be ready to present your complexity analysis to the class in 15 minutes.



Visual Description: Complexity Analysis Activity

## **Key Points**

**Purpose:** This activity will help you determine the complexity of an incident.

#### Instructions:

- 1. Working as a team, select an incident (e.g., flood, building collapse, water main break, bridge accident, hostage, hazardous materials, fire, disease outbreak, planned event, etc.). (Or you may want to assign an incident type to each team.)
- 2. Using the worksheet in the Student Manual (see the next page), identify a list of indicators that you might consider in order to determine the complexity of this incident. List the top three critical factors on chart paper.
- 3. Choose a spokesperson and be ready to present your complexity analysis to the class in 15 minutes.

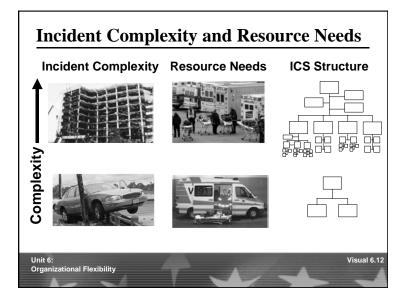
Unit 6	Organizational Flexibility					
Topic	Complexity Analysis					
-						
Describe your selected incident (e.g., flood, building collapse, water main break, bridge accident, hostage, hazardous materials, fire, disease outbreak, planned event, etc.).						
List the specific incident.	c indicators that you would use to analyze the complexity of this kind of					
Next, select you	ur top three indicators.					

# **Organizational Flexibility**

# Topic

# **Complexity Analysis**





Visual Description: Incident Complexity and Resource Needs

# **Key Points**

As complexity increases, resources expand, requiring an organization with additional levels of supervision.

## **Organizational Flexibility**

#### **Topic**

# **Resource Kinds and Types**



# **Resource Kinds and Types**

To ensure that responders get the right personnel and equipment, ICS resources are categorized by:

- Kinds of Resources: Describe what the resource is (for example: medic, firefighter, Planning Section Chief, helicopter, ambulance, combustible gas indicator, bulldozer).
- <u>Types of Resources</u>: Describe the size, capability, and staffing qualifications of a specific kind of resource.



Visual Description: Resource Kinds and Types

#### **Key Points**

Managing an expanding incident requires that responders get the right personnel and equipment. For this reason, ICS resources are categorized by:

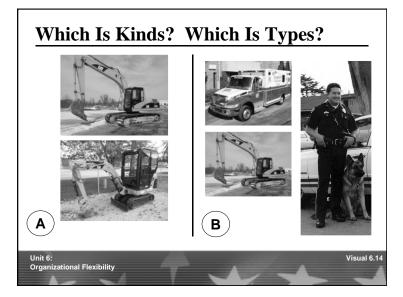
- **Kinds of Resources:** Describe what the resource is (for example: medic, firefighter, Planning Section Chief, helicopter, ambulance, combustible gas indicator, bulldozer).
- Types of Resources: Describe the size, capability, and staffing qualifications of a specific kind of resource.

# **Organizational Flexibility**

# Topic

# **Resource Kinds and Types**





**Visual Description:** Kinds vs Types Activity: A = large and small excavators; B = ambulance, excavator, and canine officer and canine

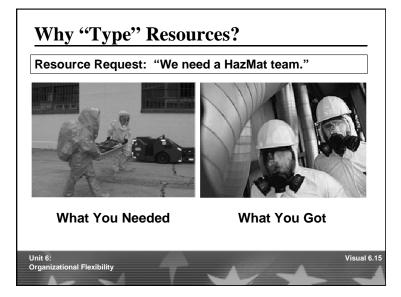
# **Key Points**

Review the items on the visual.

Which side (A or B) represents kinds? Which side represents types?

**Resource Kinds and Types** 





**Visual Description:** Why Type Resources? Left Photo = Full HazMat Level A Suits; Right Photo = Respirators

#### **Key Points**

Answer the following questions:



What are the implications of a HazMat team arriving without the appropriate level of protective gear?



Can anyone think of other examples of situations when the response resources deployed were not sufficient?



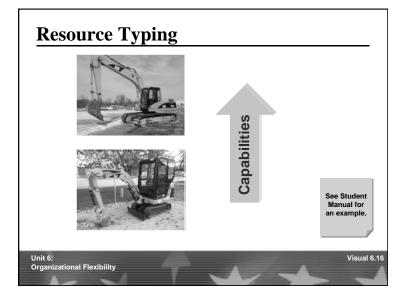
How about situations where the resources at the scene exceeded the requirements? What are the implications of having resources that exceed the requirements?

## **Organizational Flexibility**

**Topic** 

## **Resource Kinds and Types**





Visual Description: Resource Typing

#### **Key Points**

Note the following key points:

- Resource type refers to the level of resource capability.
- Assigning the Type I label to a resource implies that it has a greater level of capability than a
  Type II of the same resource (for example, due to its power, size, or capacity), and so on to
  Type IV.
- Typing provides managers with additional information to aid the selection and best use of resources. In some cases, a resource may have less than or more than four types; in such cases, either additional types will be identified, or the type will be described as "not applicable." The type assigned to a resource or component is based on a minimum level of capability described by the identified metric(s) for that resource.

NIMS requires the development of a national resource typing protocol.

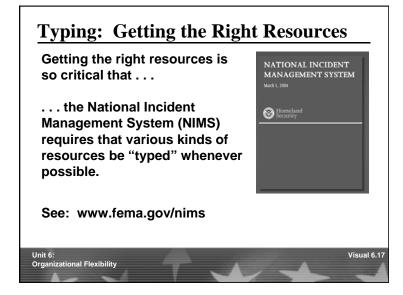
RESOURCE:	Ambulances (Ground)							
CATEGORY:	Health & Medical (ESF #8) KIND: Team							
MINIMUM CAPABILITIES:		Type I	Type II	Type III	Type IV	OTHER		
COMPONENT	METRIC	ITPEI	ITPEII	I TPE III	ITEIV	OTHER		
Team	Care provided	Advanced Life Support	Advanced Life Support	Basic Life Support	Basic Life Support operations	Non-transporting emergency medical response		
Personnel	Minimum staff	2	2	2	2	1		
		paramedic and EMT	paramedic and EMT	EMT and first responder	I EMT and first responder			
Vehicle	Transport	2-litter patients	2-litter patients	2 litter patients	2 litter patients			
Personnel	Training and equipment	Same as Type III	Non-HazMat response	Meets or exceeds standards as addressed by EPA, OSHA and NFPA 471,472,473 and 29 CFR 1910, 120 ETA 3-11 to work in HazMat Level B and specific threat conditions  All immunized in accordance with CDC core adult immunizations and specific threat as appropriate		BLS or ALS equipment/supplies		
COMMENTS:	Emergency medical services team with equipment, supplies, and vehicle for patient transport (Type I-IV) and out-of-hospital emergency medical care.							
	Each team unit can work 12-hour shifts. Backup supply and some equipment required according to number of patients and type of event.							
	Communication equipment may be programmable for interoperability but must be verified. Plan for augmenting existing communication equipment.							
	• Environmental considerations related to temperature control in patient care compartment and pharmaceutical storage may be necessary for locations with excessive ranges in temperature.							
	Security of vehicle support required for periods of standby without crew in attendance. Fuel supply and maintenance support must be available.							
	Decontamination supplies and support required for responses to incidents with potential threat to responding services or transport of infectious patients.							

# Organizational Flexibility

# **Topic**

# **Resource Kinds and Types**





Visual Description: Typing: Getting the Right Resources

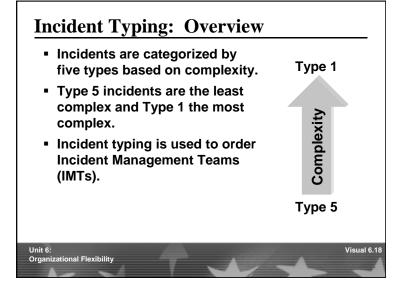
# **Key Points**

Getting the right resources is so critical that the National Incident Management System (NIMS) requires that various kinds of resources be "typed" whenever possible.

For more information see: www.fema.gov/nims

## **Incident Complexity Types**





Visual Description: Incident Typing: Overview

## **Key Points**

Note the following key points:

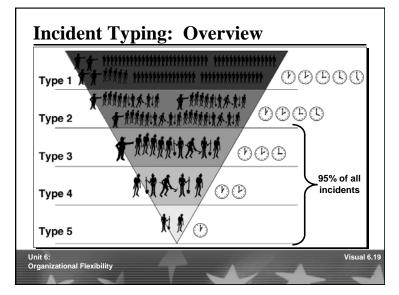
- Incidents may be typed in order to make decisions about resource requirements.
- Incidents are categorized by five types based on complexity.
- Type 5 incidents are the least complex and Type 1 the most complex.
- Incident typing is used to order Incident Management Teams (IMTs). An IMT is made up of the Command and General Staff members in an ICS organization.

# **Organizational Flexibility**

**Topic** 

# **Incident Complexity Types**





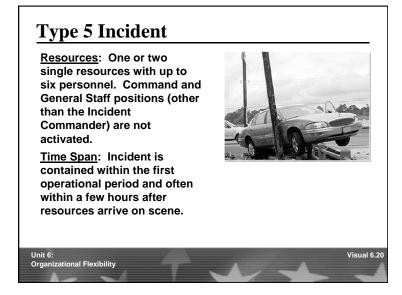
Visual Description: Incident Typing: Overview

# **Key Points**

The illustration on the visual shows that incident typing is based on the number of resources and the time span (number of operational periods).

#### **Incident Complexity Types**





Visual Description: Type 5 Incident

## **Key Points**

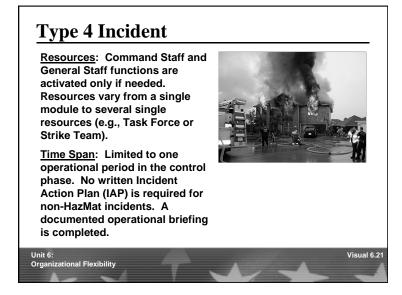
The description of a Type 5 Incident includes:

- The incident can be handled by one or two single resources with up to six personnel.
- Command and General Staff positions (other than the Incident Commander) are not activated.
- No written Incident Action Plan (IAP) is required.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.

Examples include a vehicle fire, an injured person, or a police traffic stop.

# **Incident Complexity Types**





Visual Description: Type 4 Incident

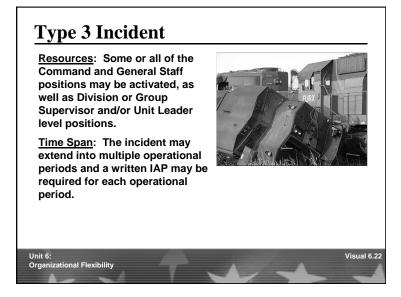
## **Key Points**

The description of a Type 4 Incident include:

- Command Staff and General Staff functions are activated only if needed.
- Several resources are required to mitigate the incident, including a Task Force or Strike Team.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated.
- No written Incident Action Plan (IAP) is required, but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator/official includes operational plans, including objectives and priorities.

#### **Incident Complexity Types**





Visual Description: Type 3 Incident

## **Key Points**

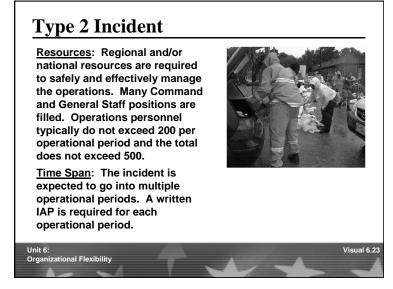
The description of a Type 3 Incident include:

- When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.
- A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

#### **Incident Complexity Types**



#### Visual 6.23



Visual Description: Type 2 Incident

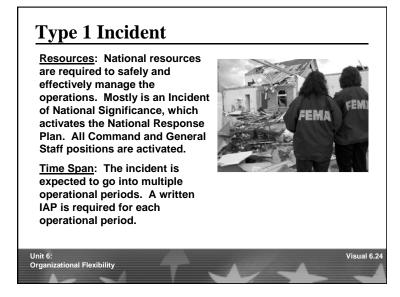
## **Key Points**

The description of a Type 2 Incident include:

- A Type 2 incident may require the response of resources out of area, including regional and/or national resources to effectively manage the operations and command and general staffing.
- Most or all of the Command and General Staff positions are filled.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- Many of the functional units are needed and staffed.
- The incident extends beyond the capabilities for local control and the incident is expected to go into multiple operational periods.
- A written IAP is required for each operational period.
- The agency administrator/official is responsible for the incident complexity analysis, agency administrator briefings, and written delegation of authority.

#### **Incident Complexity Types**





Visual Description: Type 1 Incident

## **Key Points**

The description of a Type 1 Incident include:

- This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.
- All Command and General Staff positions are activated.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches need to be established.
- The agency administrator/official will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

# **Incident Complexity Types**



# **Incidents of National Significance**

- When State and local resources are overwhelmed and Federal resources are requested (including Stafford Act major disasters or emergencies and other catastrophic incidents).
- Situations where more than one Federal department or agency is involved in:
  - Credible terrorist threats.
  - Potential threats related to high-profile, large-scale planned events.
- Requests for Department of Homeland Security (DHS) assistance from a Federal department or agency responding under its own authorities.
- Presidential direction for DHS to assume responsibility for incident management.

tional Flexibility

Visual Description: Incidents of National Significance

#### **Key Points**

The NRP bases the definition of an Incident of National Significance on situations related to the below four criteria set forth in HSPD-5.

When the resources of State and local authorities are overwhelmed and Federal assistance has been requested by the appropriate State and local authorities.

Examples include:

- Major disasters or emergencies as defined under the Stafford Act; and
- Catastrophic incidents. A catastrophic incident is any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

For Incidents of National Significance that are Presidentially declared disasters or emergencies. Federal support to States is delivered in accordance with relevant provisions of the Stafford Act. Note that while all Presidentially declared disasters and emergencies under the Stafford Act are considered Incidents of National Significance, not all Incidents of National Significance necessarily result in disaster or emergency declarations under the Stafford Act.

(Continued on next page.)

**Incident Complexity Types** 

#### **Incidents of National Significance** (Continued)

 More than one Federal department or agency has become substantially involved in responding to an incident.

#### Examples include:

- Credible threats, indications, or warnings of imminent terrorist attack, or acts of terrorism directed domestically against the people, property, environment, or political or legal institutions of the United States or its territories or possessions; and
- Threats or incidents related to high-profile, large-scale events that present high-probability targets such as National Special Security Events (NSSEs) and other special events as determined by the Secretary of Homeland Security, in coordination with other Federal departments and agencies.
- A Federal department or agency acting under its own authority has requested the assistance of the Secretary of Homeland Security.
- The Secretary of Homeland Security has been directed to assume responsibility for managing the domestic incident by the President.

#### **Incident Complexity Types**



# **Incident Management Teams (IMTs)**

- An IMT may be used to response to an incident.
   IMTs include Command and General Staff members.
- IMT types correspond to incident type and include:
  - Type 5: Local Village and Township Level
  - Type 4: City, County, or Fire District Level
  - Type 3: State or Metropolitan Area Level
  - Type 2: National and State Level
  - Type 1: National and State Level (Type 1 Incident)
- Team members are certified as having the necessary training and experience to fulfill IMT positions.

Information Source: www.usfa.fema.gov



Visual Description: Incident Management Teams (IMTs)

#### **Key Points**

As mentioned earlier, an IMT is made up of the Command and General Staff members in an ICS organization. Persons to fill these positions for various types of incidents or events are often predesignated to ensure that they have the necessary training and experience to fulfill the roles and responsibilities of the ICS position. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the "type," or level, of IMT.

Note the following information about IMT types:

- Type 5: Local Village and Township Level a "pool" of primarily fire officers from several neighboring departments trained to serve in Command and General Staff positions during the first 6-12 hours of a major or complex incident.
- Type 4: City, County, or Fire District Level a designated team of fire, EMS, and possibly law enforcement officers from a larger and generally more populated area, typically within a single jurisdiction (city or county), activated when necessary to manage a major or complex incident during the first 6-12 hours and possibly transition to a Type 3 IMT.
- Type 3: State or Metropolitan Area Level a standing team of trained personnel from different departments, organizations, agencies, and jurisdictions within a State or DHS Urban Area Security Initiative (UASI) region, activated to support incident management at incidents that extend beyond one operational period. Type 3 IMTs will respond throughout the State or large portions of the State, depending upon State-specific laws, policies, and regulations.

(Continued on next page.)

Unit 6 Organizational Flexibility

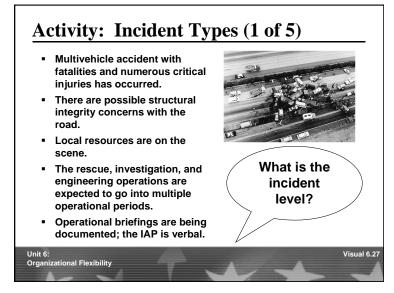
# **Topic** Incident Complexity Types

- Type 2: National and State Level a federally or State-certified team; has less staffing and experience than Type 1 IMTs, and is typically used on smaller scale national or State incidents. Several dozen Type 2 IMTs are currently in existence, and operate through the U.S. Forest Service.
- Type 1: National and State Level a federally or State-certified team; is the most robust IMT with the most experience; is fully equipped and self-contained. Sixteen Type 1 IMTs are now in existence, and operate through the U.S. Forest Service.

Source: http://www.usfa.fema.gov/subjects/incident/imt/overview.shtm

**Activity** 





Visual Description: Incident Types Activity (1 of 5)

#### **Key Points**

**Purpose**: The purpose of this activity is to determine the incident level of certain situations.

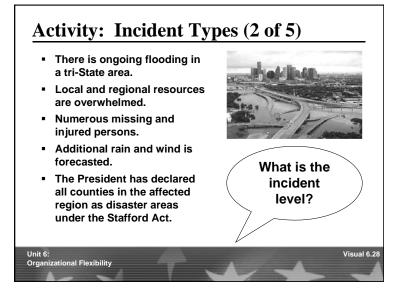
#### **Instructions**:

- 1. Review the following facts of the scenario:
  - Multivehicle accident with fatalities and numerous critical injuries has occurred.
  - There are possible structural integrity concerns with the road.
  - Local resources are on the scene.
  - The rescue, investigation, and engineering operations are expected to go into multiple operational periods.
  - Operational briefings are being documented; the IAP is verbal.

#### 2. What is the incident level?

## **Activity**





Visual Description: Incident Types Activity (2 of 5)

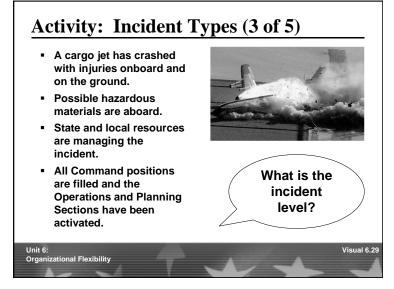
### **Key Points**

- 1. Review the following facts of the scenario:
  - There is ongoing flooding in a tri-State area.
  - Local and regional resources are overwhelmed.
  - Numerous missing and injured persons.
  - Additional rain and wind is forecasted.
  - The President has declared all counties in the affected region as disaster areas under the Stafford Act.

#### 2. What is the incident level?

**Activity** 





Visual Description: Activity: Incident Types (3 of 5)

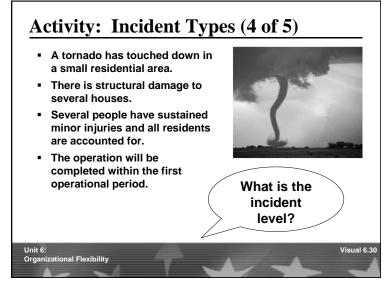
## **Key Points**

- 1. Review the following facts of the scenario:
  - A cargo jet has crashed with injuries onboard and on the ground.
  - Possible hazardous materials are aboard.
  - State and local resources are managing the incident.
  - All Command positions are filled and the Operations and Planning Sections have been activated.

#### 2. What is the incident level?

## **Activity**





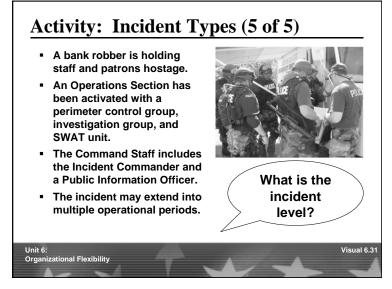
Visual Description: Activity: Incident Types (4 of 5)

## **Key Points**

- 1. Review the following facts of the scenario:
  - A tornado has touched down in a small residential area.
  - There is structural damage to several houses.
  - Several people have sustained minor injuries and all residents are accounted for.
  - The operation will be completed within the first operational period.
- 2. What is the incident level?

**Activity** 





Visual Description: Activity: Incident Types (5 of 5)

## **Key Points**

- 1. Review the following facts of the scenario:
  - A bank robber is holding staff and patrons hostage.
  - An Operations Section has been activated with a perimeter control group, investigation group, and SWAT unit.
  - The Command Staff includes the Incident Commander and a Public Information Officer.
  - The incident may extend into multiple operational periods.
- 2. What is the incident level?

# **Organizational Flexibility**

# **Topic**

# **Summary**



# **Summary**

Are you now able to:

- Explain how the modular organization expands and contracts?
- Given a scenario, complete a complexity analysis?
- Define the five types of incidents?



Visual Description: Summary

### **Key Points**

Are you now able to:

- Explain how the modular organization expands and contracts?
- Given a scenario, complete a complexity analysis?
- Define the five types of incidents?

The next unit presents information about transfer of command.